NEW EMPLOYEE ENROLLMENT/REPORTING IN ERIC FOR SCHOOL DISTRICTS

Employee is hired into a PERS-covered position. (Note: employees can be in both a PERS-covered and non-PERS positions. If so, enroll in both job classifications.)

- **YES**
  - Employee is working full time or is already a PERS member.
    - **YES**
      - Enroll employee in ERIC as a “PERS Member”.
    - **NO**
      - Enroll employee as an “Optional employee working under 960 hours”. Give employee the PERS Optional Membership Election Form. (employee has 90 days to make an election).

- **NO**
  - Enroll employee in ERIC using the correct non-contributing job classification such as: “Employee of a school district/university employed in a position not eligible for PERS (ETRS)”.

Optional Membership Information:
If an employee declined PERS membership, they cannot later become a member of PERS while still employed with the same employer but in a different optional position unless they terminate employment for more than 30 days.

If an employee has terminated employment for more than 30 days and returns to a part time position, they are entitled to a new optional membership election.

- Employee elects PERS
  - Enroll employee in ERIC as” PERS Member” and terminate the “Optional Employee working under 960 hours” position on next payroll report. PERS membership begins on day of election.

- Employee declines PERS
  - Continue to report employee in ERIC as “Optional employee working under 960 hours (OEUH)”.

Reminder: Employees new to PERS have 12 months to make a PERS Plan Choice Election.